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September 4, 1944

TOBACCO BRANCH MEMORANDUM NO. 6

To: Officers in Charge of Field Stations of the Tobacco Branch
From: Chas. E. Gage, Chief, Tobacco Branch
Subject: Penalty Envelopes

You have received copies of instructions concerning the use of franked envelopes. The purpose of this memorandum is to impress on you the importance of the matter, and particularly the exercise of great care in providing field employees, inspectors, etc., with envelopes and official stationery. Every year I receive numerous letters from inspectors who are off duty written on official stationery, and using franked envelopes. Usually they put stamps on the envelopes, but there have been instances where the frank was used improperly.

It is requested that no official stationery be supplied to inspectors or others working on tobacco markets, or away from headquarters offices, unless reports from them are required by their official duties. In this case the number of envelopes supplied must be restricted to actual requirements, and envelopes not used by them in the course of their work must be returned when their period of duty ceases. If any such employees have obtained supplies of such stationery; for which they have no official need, the supplies should be recovered. Supervisors, assistant supervisors, and those in charge of Market News offices will be held strictly responsible for adherence to these instructions.

Chas. E. Gage

